



GRADUATE STUDIES ONLINE ENROLLMENT PROCEDURE

STEP 1

Admissions Portal

Before you proceed, make sure that your Admission status is **for enrollment**.



Step 1.1

Admissions Portal

Log in to DLSU-D Admissions Portal:

<http://admission.dlsud.edu.ph/admission/login.aspx>



Welcome to DLSU-D Admissions Portal!

The DLSU-D Admissions Portal is an online application facility where a student-applicant can fill out application form, upload pre-admission requirements, view the result of DQuEx (DLSU-D Qualifying Exam), and get admission status updates.

This online application facility also serves as a tool for providing important information on the student admission process.

The DLSU-D Admissions Portal account of a student-applicant shall be used for online application and admission slot confirmation purposes only.

Be a Lasallian, apply today!

Admission Account

Username (Email address)

Password

[Log in](#) [Forgot your password?](#)

Enter your registered email address and password to login.
Don't have an account? [Register Here](#)

Step 1.2

Admissions Portal

For new students, this message will prompt:

1. Read the Data Privacy Statement and click the checkbox button **"Agree"**
2. Re-enter your Admission Account password and click **Proceed to Enrollment Process** button to continue.

Data Privacy for Students ×

[Click here to view the Data Privacy for students.](#)

By clicking on the "Agree" box below, I hereby acknowledge that I have fully read and understand the context of this Data Privacy Statement of the De La Salle University - Dasmariñas.

Agree

To proceed with your online enrollment, please re-enter your Admission Account password then click the "Proceed to Enrollment Process" button.

Step 1.3

Admissions Portal

Click **Enrollment Link** to continue the online enrollment process.

ONLINE ENROLLMENT PROCESS

To continue your Online Enrollment, click [Enrollment Link](#).

my.DLSU-D Portal Account Usernames

Sample Only

1. Student Account : **2021*******
2. Guardian Account : **G-2021*******

Note :

- To access your my.DLSU-D Portal Account, go to this link. <https://portal.dlsud.edu.ph/mydlsud/login.aspx>
- You can also login using your registered Admission Account email address as your username in my.DLSU-D Portal but this is valid for one semester only.
- Your Admission Account password is the same as your my.DLSU-D Portal password. Change your my.DLSU-D Portal password for your security.
- The Guardian's Account password will be the same as the Student's Account password.

STEP
2

Registration

Register subjects using **Student Portal Account**.



Step 2.1

Registration

Read the Waiver and click **Accept**.

ONE Online Enrollment
De La Salle University - Dasmariñas

WAIVER

As officially enrolled student in DLSU-Dasmariñas, I agreed on the following:

1. I am physically, emotionally and mentally prepared to engage in self- directed learning;
2. I am equipped with the needed technology or have an acceptable personal computing device for my study;
3. I am willing to automatically record all the synchronous classes that I have attended for academic purposes.

I have read and understood the above waiver.

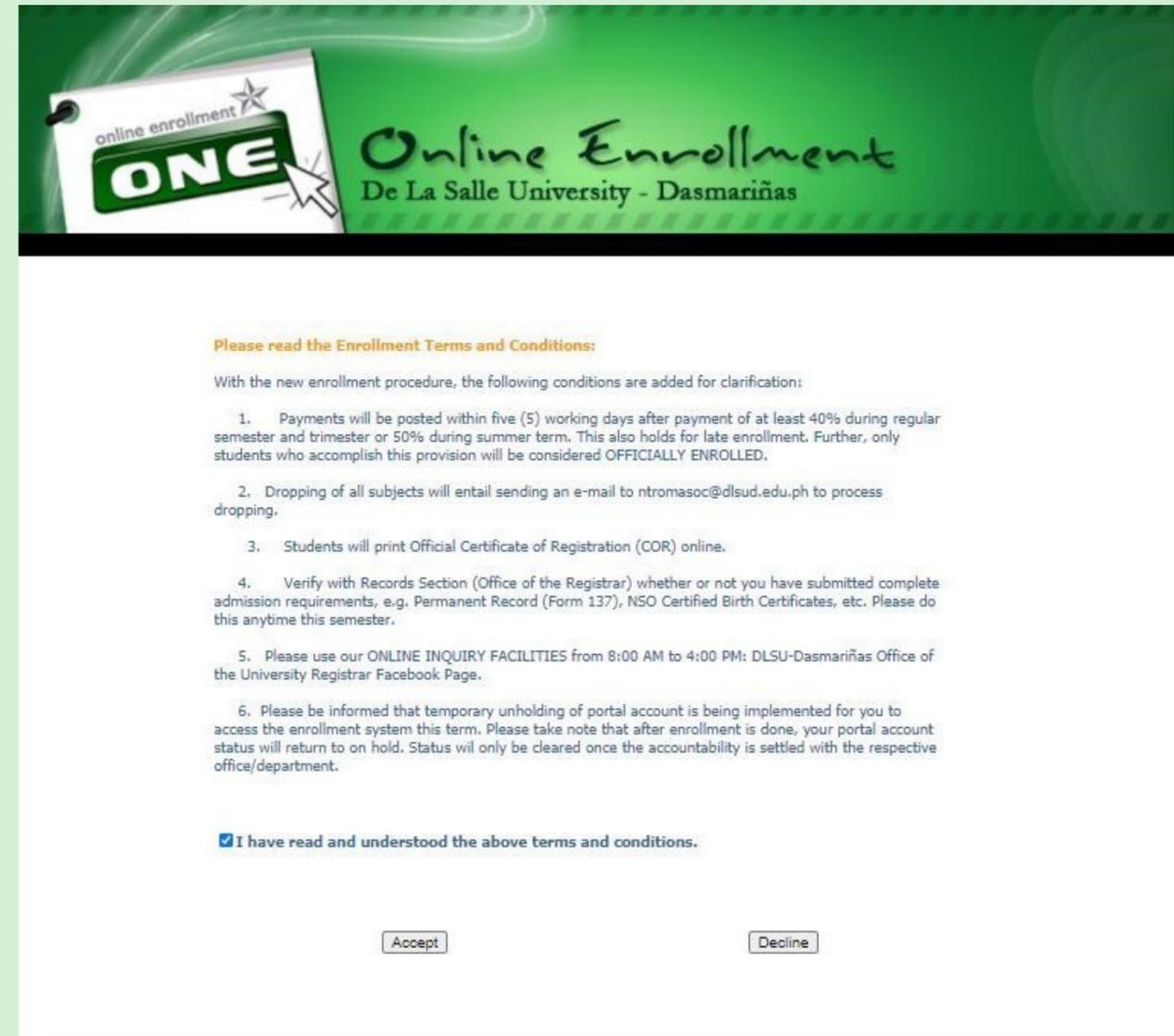
Accept Decline

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De La Salle University - Dasmariñas DBB-B City of Dasmariñas Cavite Philippines 4115

Step 2.2

Registration

Read the Enrollment Terms and Conditions and click **Accept**.



The screenshot shows the 'Online Enrollment' page for De La Salle University - Dasmariñas. At the top left, there is a graphic of a document with 'online enrollment' and 'ONE' written on it. The main heading is 'Online Enrollment De La Salle University - Dasmariñas'. Below this, there is a section titled 'Please read the Enrollment Terms and Conditions:' followed by a paragraph: 'With the new enrollment procedure, the following conditions are added for clarification:'. This is followed by a numbered list of six conditions. At the bottom, there is a checkbox that is checked, with the text 'I have read and understood the above terms and conditions.' Below the checkbox are two buttons: 'Accept' and 'Decline'.

Please read the Enrollment Terms and Conditions:

With the new enrollment procedure, the following conditions are added for clarification:

1. Payments will be posted within five (5) working days after payment of at least 40% during regular semester and trimester or 50% during summer term. This also holds for late enrollment. Further, only students who accomplish this provision will be considered OFFICIALLY ENROLLED.
2. Dropping of all subjects will entail sending an e-mail to ntromasoc@dlsud.edu.ph to process dropping.
3. Students will print Official Certificate of Registration (COR) online.
4. Verify with Records Section (Office of the Registrar) whether or not you have submitted complete admission requirements, e.g. Permanent Record (Form 137), NSO Certified Birth Certificates, etc. Please do this anytime this semester.
5. Please use our ONLINE INQUIRY FACILITIES from 8:00 AM to 4:00 PM: DLSU-Dasmariñas Office of the University Registrar Facebook Page.
6. Please be informed that temporary unholding of portal account is being implemented for you to access the enrollment system this term. Please take note that after enrollment is done, your portal account status will return to on hold. Status will only be cleared once the accountability is settled with the respective office/department.

I have read and understood the above terms and conditions.

Accept Decline

Step 2.3

Registration

Click the **Registration** button.

The screenshot shows the 'Online Enrollment' website for De La Salle University - Dasmariñas. The page is divided into several sections:

- Announcement:** A box containing the text 'No Announcement'.
- Enrollment Procedures:**
 - A. ONLINE ENROLLMENT:**
 - Pre-registration and Registration:** Students should register online on the date specified by the Office of the Registrar.
 - Printing of Confirmation Receipt:** Students shall print confirmation receipt after subjects have been registered.
 - Payment of Fees:** Pay current fees through banks, other payment centers indicated below and online credit card payment at OnE. Payments will be posted within five (5) working days. In case your transaction is not yet posted within five (5) working days, please verify through email at tas@dlsud.edu.ph.
 - Certificate of Registration (COR):** Students shall print COR online.
 - ID validation:** IDs of officially enrolled students will be automatically activated and ready to use on turnstiles.
 - B. ADDING/DROPPING:**
 - Be sure that online enrolment has been finalized.
 - Wait until the previous transaction is posted. Students can add/drop/change their subjects and schedules during the adjustment period.
 - The Enrollment System allows up to the third transaction only. Students shall print their latest COR after the enrollment period.
 - For 4th and there after transaction, the student shall follow these steps:
 - The student may send an e-mail to the Associate Dean for his/her intention to add/drop subjects using this format:
 - Name of student:
 - Student Number:
 - Program Code:
 - Reason for adding/dropping:
 - Subject/s to add (coursecode, section code, units, schedule):
 - Subject/s to drop (coursecode, section code, units, schedule):
 - Schedule of subjects to be added/dropped are available online and in real time.
 - Go to Office of the Registrar (Counter 1) for encoding of subjects.
 - C. LATE ENROLLEES:**
 - Register online.
 - Print Confirmation Receipt.
 - Pay fees.
 - Print official COR online.
 - There will be no ID validation at the Office of the Registrar. IDs of officially enrolled students will be automatically activated and ready to use on turnstiles.

- Account Information:** Includes 'COLLEGE (SEM)', a user icon, and links for 'Change Password' and 'Logout'.
- Transaction:** For 'First Semester, SY 2020-2021', it lists 'Pre Registration', 'Registration' (highlighted with a red box), 'Petition a Subject', 'Payment', and 'Subject Inquiry'.
- Need Help:** Includes links for 'OnE Manual', 'Contact Us', 'FAQ', 'FB Account', and 'Comment'.

Step 2.4

Registration

To add subject:

From **Subject/Class Offering**, type the coursecode or course title in the search box and click **OK** button.

In the **Class ID** column, click the class ID of the subject to view the schedule, then click **Add Subject** button.

If the subject was successfully added, it will appear in **My Current Subject/s**.

Registration

Trans No. 1
Date Posted: **Not posted**

My Current Subject/s					Schedule/s
Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2910	GREM200	EG01	PHILOSOPHICAL, SOCIOLOGICAL, AND PSYCHOLOGICAL FOUNDATIONS OF EDUCATION	3.00	24

[Remove Subject](#)

Intensive Units: **0.0** Non Academic Units: **(0.0)**
Total Units: **3.00** Max Units Allowed: **10** Deload Units: **0**

Subject/Class Offering Schedule/s

Search CourseCode/Title Advance Search

Class ID	Course Code	Section Code	Course Title	Units	Available Slot
2910	GREM200	EG01	PHILOSOPHICAL, SOCIOLOGICAL, AND PSYCHOLOGICAL FOUNDATIONS OF EDUCATION	3.00	25
2912	GREM202	EG01	METHODS OF RESEARCH	3.00	20
2913	GREM202	EG02	METHODS OF RESEARCH	3.00	20
2914	GREM203	EG01	EDUCATIONAL STATISTICS WITH COMPUTER APPLICATION	3.00	25
2928	GREM215	EG01	THESIS WRITING	6.00	200
2923	GREP205	EG01	CONTEMPORARY ISSUES IN PHYSICAL EDUCATION AND SPORTS	3.00	25
2924	GREP206	EG01	CURRICULUM DEVELOPMENT IN PHYSICAL EDUCATION	3.00	25
2378	GREP210	EG01	THEORY AND TECHNIQUES IN TEACHING DANCE	3.00	25
2926	GREP211P	EG01	SUPERVISED INTERNSHIP IN PHYSICAL EDUCATION	3.00	25
2931	GRFL200	EG01	FOREIGN LANGUAGE	3.00	25

1 2

[2910] GREM200 Added successfully.

[Add Subject](#)

Step 2.5

Registration

To remove subject:

From **My Current Subject/s** in the Class ID column, click the class ID of the subject you want to remove, then

Click the **Remove Subject** button to remove the subject.

Trans No. 1
Date Posted: [Date Posted]

My Current Subject/s						Schedule/s				
Class ID	Course Code	Section Code	Course Title	Units	Available Slot	Class ID	From	To	Room	Days
966	GRBI202	SG01	BIORESEARCH	3.00	0	966	0	0		
967	GRES223	SG01	CONTEMPORARY ISSUES AND DEVELOPMENT IN ENVIRONMENT	3.00	0					

[Plot Schedule](#)

Remove Subject

Intensive Units: 0.0	Non Academic Units: (0.0)
Total Units: 6.00	Max Units Allowed: 13 Deload Units: 0

Subject/Class Offering		Schedule/s	
Search CourseCode/Title	<input type="text"/>	<input type="button" value="OK"/>	<input type="checkbox"/> Advance Search

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

Step 2.6

Registration

From **My Current Subject/s**, check if all the subjects that you want to enroll were already added, then click the **Register** button to finalize the adding and dropping of subjects.

Trans No. **1**
Date Posted: [Date Posted]

My Current Subject/s						Schedule/s				
Class ID	Course Code	Section Code	Course Title	Units	Available Slot					
966	GRBI202	SG01	BIORESEARCH	3.00	0					
967	GRES223	SG01	CONTEMPORARY ISSUES AND DEVELOPMENT IN ENVIRONMENT	3.00	0					

[Plot Schedule](#)

Intensive Units: 0.0	Non Academic Units: (0.0)
Total Units: 6.00	Max Units Allowed: 13 Deload Units: 0

Subject/Class Offering Schedule/s

Search CourseCode/Title **Advance Search**

Class ID	Course Code	Section Code	Course Title	Units	Available Slot	ClassID	From	To	Room	Days
966	GRBI202	SG01	BIORESEARCH	3.00	0	965	0	0		
965	GREN222	SG01	PHIL. ENVIRONMENTAL LAWS/POLICIES	3.00	1					
967	GRES223	SG01	CONTEMPORARY ISSUES AND DEVELOPMENT IN ENVIRONMENT	3.00	0					

NOTE: The schedule may change without prior notice. Failure to register on or before the cut-off date means forfeiture of your reserve slots.

[View Posted Trans 1](#) | [Trans 2](#) | [Trans 3](#)

Step 2.7

Registration

1. Read the reminders then check **I have read and understood the above reminders.**

2. If you wish to pay through accredited payment centers or at school's Accounting Office, click **Print Confirmation Slip** to print the Confirmation Receipt.

3. If you wish to pay online, print the Confirmation Receipt before you click **Proceed to payment.**

Reminders

1. Regular students or those who did not incur any academic deficiency, are advised to enroll in block sections;
2. Students are not allowed to remove all their subjects via OnE. Contact the Registrar's Office for inquiry;;
3. Dropping subject/s(No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;
4. Failure to enroll on or before the cut-off date means forfeiture of your reserved slots;
5. Only graduating students may be given an overload. Contact the Registrar's Office for inquiry;

I have read and understood the above reminders.

Note: Please print the Confirmation Slip before proceeding to payment.
Please use your student number when paying your tuition fee.

[Print Confirmation Slip](#) [Proceed to Payment](#)

Credit Card
 SM Bills Payment (Cavite area only)
 Bank (BPI/UnionBank/Metrobank)
 DLSU-D Cashier

Step 2.8

Registration

Sample Confirmation Receipt

**Online Enrollment
Confirmation Receipt**

Sem/Term: First **SY:** 2020 - 2021
Student No.: 201932682 **TransNo.:** 1
Name: DELA CRUZ, JUAN
Program Code/Year Level/Section: GPH11
Date Registered: 8/14/2020 12:49:52 PM
Total Assessment: P 9,575.50
Upon Enrollment: P 3,830.00 (40%)

1MGG300C093F8A9575509118141236P

Enrollment Procedure for Graduate Studies:

1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. You may also pay through our accredited payment centers indicated below or online credit card payment at OnE. Make sure that the ID number indicated in the deposit/payment slip is correct. otherwise, your payment may not be posted.

Payment Centers:

BPI Bills Payment	Union Bank Bills Payment
Metrobank Bills Payment	SM Bills Payment (Cavite Area Only)

4. Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at tas@dlsud.edu.ph

5. Print official copy of Certificate of Registration (COR) online.

REMINDERS:

- 1) Only tuition fee assessment shall be paid at the accredited payment centers, payment other than tuition fee e.g. dorm, tours, etc. shall be paid at Counters 1-4 to 16.
- 2) DLSU-D is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
- 3) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
- 4) For installment basis, outstanding balances should be paid before midterm to avoid penalties.
(for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
 - Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
 - The maximum surcharge fee will be 5% and shall be computed as follows:
 - 3% after day 1 of midterm examination period up to the last day of final examination;
 - 4% after the last day of final examination up to the last day of term break; and
 - 5% from the opening day of the new term (semester or summer) until full settlement of the account.
5. Tutorial fee shall be collected for tutorial subjects.

Payment Scheme:

1. Full payment upon enrollment
2. Installment (For Regular Semester and Trimester)
 - a. 40% Due upon enrollment
 - 30% Due on or before Prelim Exam
 - 30% Due on or before Midterm Exam
 - b. For summer enrollment:
 - 50% Due upon enrollment
 - 50% Due on or before Midterm Exam

Last day of Payment: **09/12/2020**

[Print](#)

STEP 3

Payment

Payment Options:

1. Online credit card payment through DLSU-D portal
2. Accredited payment centers
3. DLSU-D Accounting Office



Payment Option 1: Online Credit Card Payment

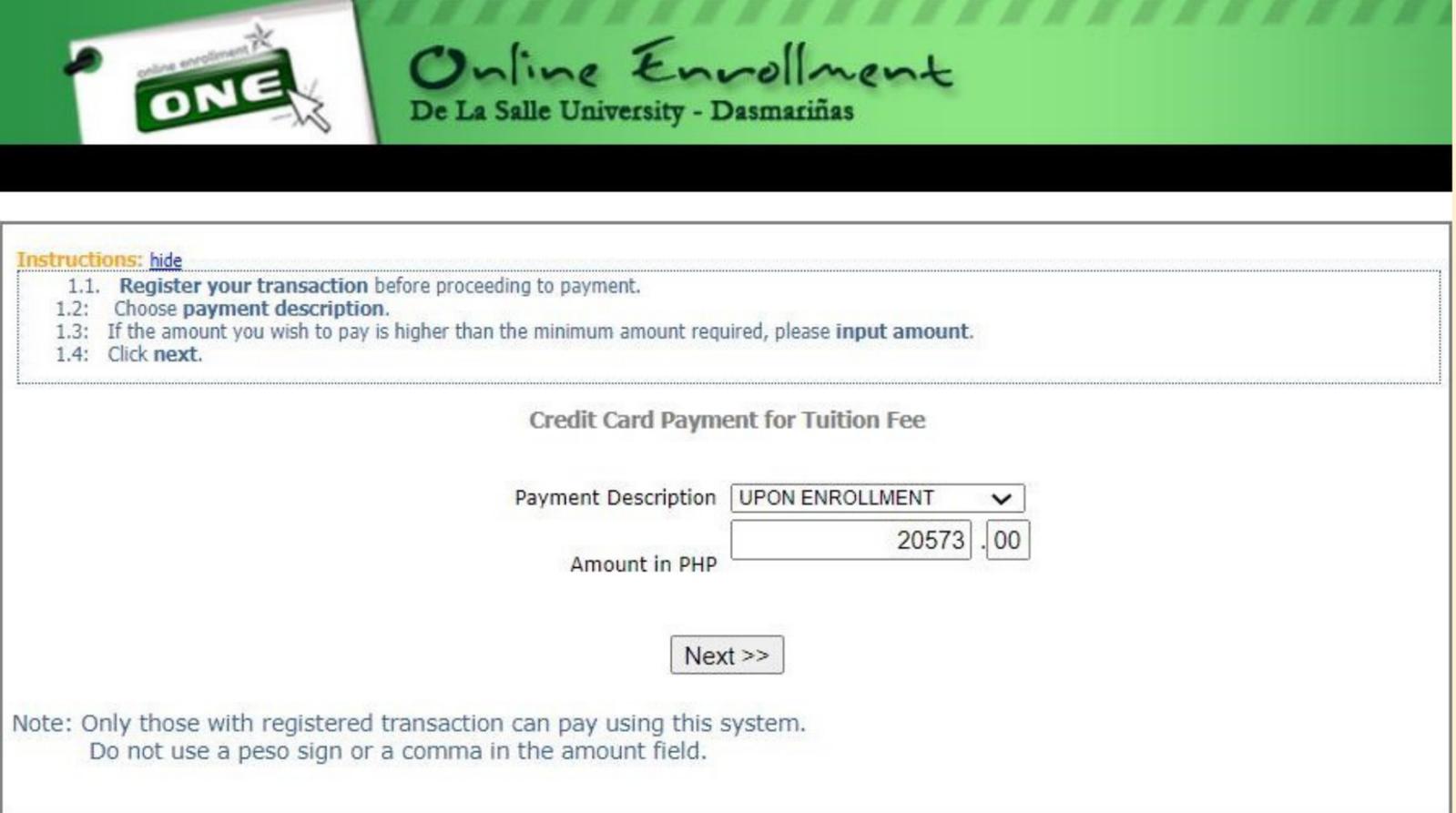
Online Credit Card payment thru
DLSU-D student portal account -
BDO Gateway.



Step 3.1

Online Credit Card Payment

1. Choose Payment Description.
2. If the amount you wish to pay is higher than the minimum required, please input the amount.
3. Click **Next**.



The screenshot shows the 'Online Enrollment' page for De La Salle University - Dasmariñas. The header features a logo with 'ONE' and a star, and the text 'Online Enrollment De La Salle University - Dasmariñas'. Below the header, there are instructions for the payment process:

Instructions: [hide](#)

- 1.1. Register your transaction before proceeding to payment.
- 1.2. Choose payment description.
- 1.3. If the amount you wish to pay is higher than the minimum amount required, please input amount.
- 1.4. Click next.

The main form area is titled 'Credit Card Payment for Tuition Fee'. It contains a 'Payment Description' dropdown menu set to 'UPON ENROLLMENT', and an 'Amount in PHP' input field with the value '20573.00'. A 'Next >>' button is located below the input fields.

Note: Only those with registered transaction can pay using this system.
Do not use a peso sign or a comma in the amount field.

Step 3.2

Online Credit Card Payment

1. Read the Terms and Conditions.
2. Click the checkbox button.
3. Click **Pay Now.**

De La Salle University Dasmariñas
Payment System

Transaction Details

Order Info number: 36816
Amount: P500.00

Please read and accept the terms and conditions based on Student handbook Section 5 Financial Information.

Section 5 FINANCIAL INFORMATION (Based on Student Handbook SY 2010-2014)

5.1 Student Transactions

Students should transact at the transaction area at counters 11 & 12 for the following:

- Assessment of fees
- Request for Statement of Account
- Examination permits
- Request for refund of excess payments
- Student clearance

5.2 Enrollment / Payment of Fees

I have read and accept the terms and conditions

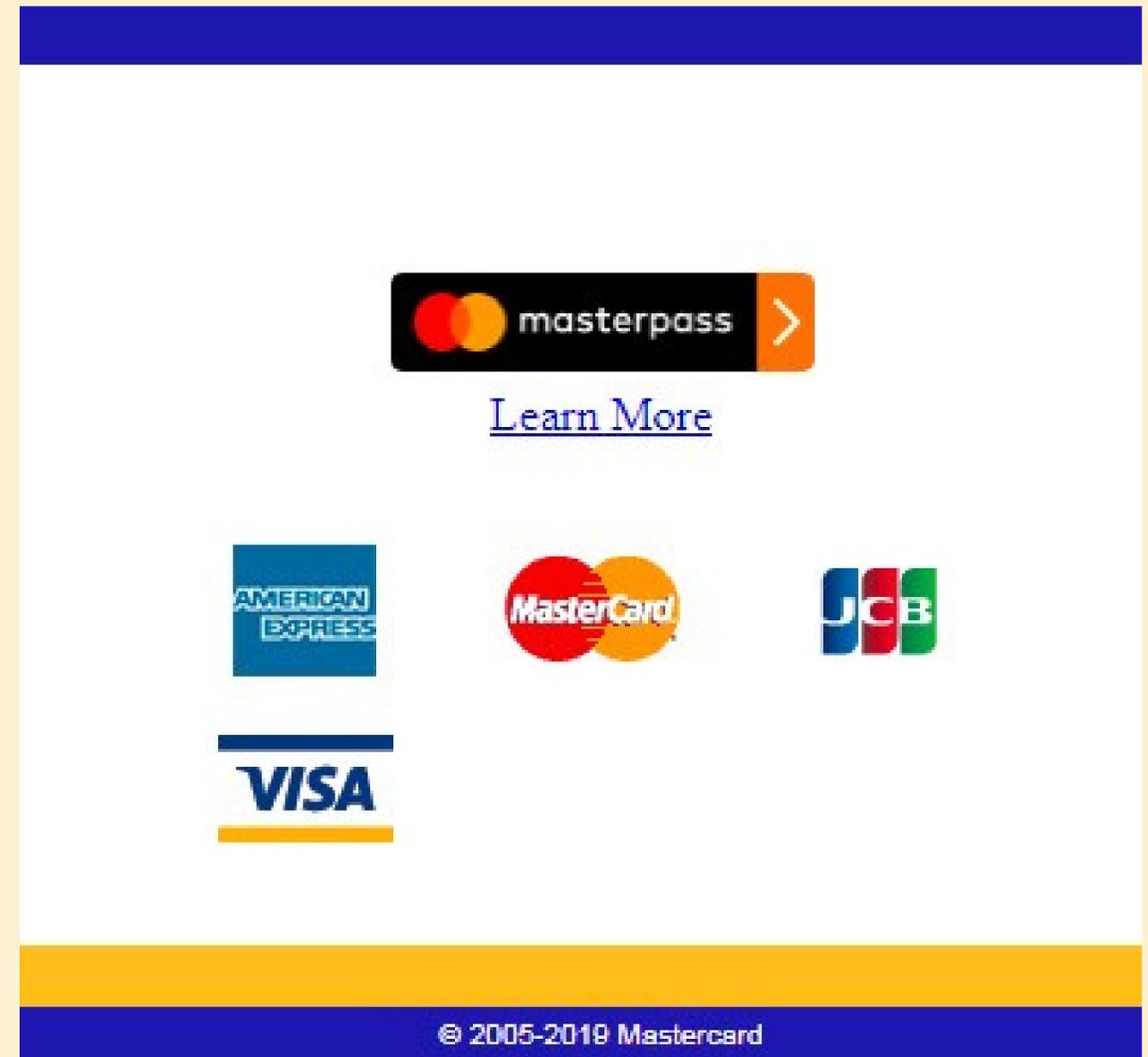
Please take note of the Order info number for future reference.

Pay Now!

Step 3.3

Online Credit Card Payment

Choose and click the logo of your credit card.



Step 3.4

Online Credit Card Payment

1. Input your credit card details and click **Pay**.
 2. Wait for confirmation.
- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.

Enter your card details

VISA: You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :: 12345678

Expiry Date :: 04 / 20 month/year

Security Code :: 123 The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: **PHP P500.00**

Verified by VISA

pay

I hereby authorise the debit to my VISA Account in favour of DLSU DASMARINAS

Payment Option 2: Accredited Payment Centers

Accredited Payment Centers

1. SM Bills Payment (Cavite area only)
2. Bank Payment (BPI, UnionBank, Metrobank)

- **Account Name:** De La Salle University-Dasmariñas
- **Reference Number:** Student ID Number

- Present the Confirmation Receipt upon payment.
- Make sure that the ID number indicated in the deposit slip is correct otherwise, your payment may not be posted.
- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.



Payment Option 3: DLSU-D Accounting Office

Present the Confirmation Receipt upon payment to Counters 14, 15, or 16 of the Accounting Office (Ayuntamiento de Gonzalez Building).

**Online Enrollment
Confirmation Receipt**

Sem/Term: First **SY:** 2020 - 2021
Student No.: 201932682 **TransNo.:** 1
Name: DELA CRUZ, JUAN
Program Code/Year Level/Section: GPH11
Date Registered: 8/14/2020 12:49:52 PM
Total Assessment: P 9,575.50
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Enrollment Procedure for Graduate Studies:

1. Register subjects on OnE. (usual registration process).
2. Print Confirmation Receipt.
3. You may also pay through our accredited payment centers indicated below or online credit card payment at OnE. Make sure that the ID number indicated in the deposit/payment slip is correct. otherwise, your payment may not be posted.

Payment Centers:

BPI Bills Payment	Union Bank Bills Payment
Metrobank Bills Payment	SM Bills Payment (Cavite Area Only)

4. Wait for your transaction to be posted within five (5) working days after your payment date. In case your transaction is not yet posted after five (5) days, please verify through email at tas@dlsud.edu.ph
5. Print official copy of Certificate of Registration (COR) online.

REMINDERS:

- 1) Only tuition fee assessment shall be paid at the accredited payment centers, payment other than tuition fee e.g. dorm, tours, etc. shall be paid at Counters 14 to 16.
- 2) DLSU-D is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, tours & others is not allowed through credit card.
- 3) Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
- 4) For installment basis, outstanding balances should be paid before midterm to avoid penalties.
(for details, please refer to Guidelines on the Application of Tuition Fee Rebate and Surcharge Fees)
 - Surcharge will be applied on the total unpaid balance after day one (1) of the midterm examination period.
 - The maximum surcharge fee will be 5% and shall be computed as follows:
 - 3% after day 1 of midterm examination period up to the last day of final examination;
 - 4% after the last day of final examination up to the last day of term break; and
 - 5% from the opening day of the new term (semester or summer) until full settlement of the account.
5. Tutorial fee shall be collected for tutorial subjects.

Payment Scheme:

1. Full payment upon enrollment
2. Installment (For Regular Semester and Trimester)
 - a. 40% Due upon enrollment
 - 30% Due on or before Prelim Exam
 - 30% Due on or before Midterm Exam
 - b. For summer enrollment:
 - 50% Due upon enrollment
 - 50% Due on or before Midterm Exam

Last day of Payment: **09/12/2020**

[Print](#)

STEP 4

Generate Certificate of Registration (COR)

Once payment has been posted by the Accounting Office, generate **COR** from student portal account.

The screenshot displays the 'Step 2 of 2: Print Confirmation/New Transaction' page. The header includes the 'ONE' logo and 'Online Enrollment De La Salle University - Dasmariñas'. Navigation links for 'Home', 'Profile', 'Curriculum', and 'Grades' are visible. The page contains several sections: 'Instructions' with numbered steps, a 'Registration' section with a table of enrolled subjects, an 'Assessment' table showing fees, and a 'Reminders' section with a list of important notices. On the right side, there are three utility boxes: 'Account Information' (showing college and semester), 'Transaction' (with links for Pre Registration, Registration, Petition a Subject, Payment, and Subject Inquiry), and 'Need Help' (with links for OnE Manual, Contact Us, FAQ, FB Account, and Comment). A red box highlights the 'Enrolled Subject/s' table header.

Step 2 of 2: Print Confirmation/New Transaction

Instructions: [hide](#)

- 2.1: Read the reminders below and check the "I have read and understood the above reminders" checkbox, then
- 2.2: Click "Print Confirmation Slip" link to show confirmation slip.

To Change Subject/Schedule (for posted transaction):

- 2.3: Click "New Transaction" link to change subject/schedule.
(You are allowed up to 3 transaction (Trans 3))
- 2.4: For queries, please proceed to **Counter 1** of the [Registrar's Office](#). Last day of Registration: **09/11/2020**.

NOTE: The above schedule/fee may change without prior notice. Failure to pay on or before the cut-off date means forfeiture of your reserve slots. Please do not forget to LOGOUT before leaving this site.

Registration

Enrolled Subject/s

Date Posted: 8/14/2020 12:51:18 PM Trans No.1

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
2910	GREM200	EG01	PHILOSOPHICAL, SOCIOLOGICAL, AND PSYCHOLOGICAL FOUNDATIONS OF EDUCATION	3.00	700	1000	S	ONLINE LEC

[Print Official COR](#) | [Print Schedule](#)

Intensive Units: 0.0 Non Academic Units: (0.0)
Total Units: 3.00 Max Units Allowed: 10 Deload Units: 0

Assessment

Fee	Amount
Tuition	3454.50
Misc	3350.00
Other	2771.00
Total:	P 9,575.50

Upon Enrollment **P 3,830.00 (40%)**

Reminders

1. Regular students or those who did not incur any academic deficiency, are advised to enroll in block sections;
2. Students are not allowed to remove all their subjects via OnE. Contact the Registrar's Office for inquiry;
3. Dropping subject/s (No Refund Period) are not covered by OnE. Contact the Registrar's Office for inquiry;
4. Failure to enroll on or before the cut-off date means forfeiture of your reserved slots;
5. Only graduating students may be given an overload. Contact the Registrar's Office for inquiry;

Contact the Registrar's Office for inquiry

I have read and understood the above reminders.

[View Posted Trans 1](#) | [Trans 2](#) | [Trans 3](#)